

Number	Effective	Title	Owner
III-300	4-00	State Vehicle Fuel Cards	Director

Purpose

To provide employees guidance on where and how to purchase fuel used in conducting business for the Idaho Department of Parks & Recreation.

The State of Idaho, through the State Division of Purchasing, contracts with a fleet fuel card company for fuel cards to purchase fuel used in state vehicles, tractors, mowers, snowmobiles, motorcycles, etc. IDPR employees are to use the fuel cards when purchasing fuel. In the event of an emergency or a station is not available that accepts the state contracted fuel cards, fuel may be purchased with a Pcard or other means. The fuel card automatically deducts Federal Excise Tax from the cost of fuel. The Pcard, and other methods of paying for fuel do not deduct the tax.

Obtaining a Fuel Card & Assignment of a Personal Identification Number (PIN)

The IDPR Pcard Administrator will assign fuel cards. Fuel cards will be assigned to each vehicle and can also be assigned to “cans” or other specific equipment used to conduct state business. Each IDPR employee who is required to purchase fuel will have a “PIN” number assigned by the fuel card contractor. The Pcard Administrator will obtain fuel cards from the contractor, issue fuel cards to vehicles and other equipment as needed, and forward the PIN to the employee.

Canceling a Fuel Card or PIN

The Personnel Office shall notify the Pcard Administrator of all terminations. The Pcard Administrator shall cancel the employee’s PIN with the fuel card company. When vehicles or equipment are sold or otherwise disposed of, the supervisor is to notify the Pcard Administrator to de-activate the card with the fuel company.

Lost or Stolen Fuel Cards

Any fuel card that becomes lost or stolen shall be reported to the appropriate supervisor and the Pcard Administrator as soon as possible. The Pcard Administrator shall notify the fuel card contractor as soon as possible so the card can be canceled. If needed, a new card may be assigned at the same time.

Noncompliance

Failure to comply with all of the guidelines for authorized purchases with the fuel cards may result in disciplinary action, cancellation of fuel card privileges, and/or possible termination of employment.

Pcard Administrator

Boots Betts, Accountant

(208) Ext 261

BBETTS@idpr.state.id.us

Back Up Administrator

Marion Demer, Senior Accountant

208-334-4180, ext. 263

MDEMER@idpr.state.id.us